South Carolina Users Group
Performance Support Forum

MINUTES

Time/Date: 1300 – 1500, 14 Jun 1999
Place: SPAWAR Systems Center Charleston

1. **Purpose**: To determine the needs of the local SPS Sites/Users. This was the first meeting of the SC Users Group. To support the purpose of these regional users groups, the topic of discussion was "what do you want to get out of these meetings". The definite prime topic was PD^2 upgrades. Most sites are getting ready to upgrade and haven't been using PD^2. The most valuable outcome of these meetings is to learn from each other, both what to do and what not to do. Jan explained the intent of the meeting was to share information and knowledge to help learn from each other to make SPS as successful and painless as possible. Many sites have significant experience and lessons learned that can be shared in an informal setting with other members of the Group.

2. **Introductions:**
    - Jan Gosnell, the Regional Champion and host of the meeting, opened the meeting with introductions around the room so each person would know where the others were from. She also passed out the minutes of the meeting that was held the week before at the Washington "Capital Area Users Group".

3. **Status of Sites**:
    - SPAWAR Charleston was involved with testing 4.1 and the upgrade process and has already completed their upgrade. Hopefully their experience will help other sites.
    - Naval Hospital, Charleston will be upgraded to 4.1a 28 Jun – 2 Jul. Their focus is on reconfiguring their server. It was initially setup with the operating system and Sybase on the c: drive which doesn't leave enough physical drive space available. They would like to backup PD^2 and repartition both server drives before the upgrade. They have communicated with BUMED's PwC support and AMS on this plan. They have sent their database to AMS to ensure that it can be restored accurately.
    - SUPSHIP Jax Detachment Charleston is downsizing and all contracts will be done in Jacksonville starting in October.
    - There are a few more sites in the area that will be contacted for the next meeting to be held in late July – MCAS Beaufort, Parris Island, NAVFAC Charleston (upgrade planned 6 –7 Jul), and WPNSTA FISC Detachment.

prior to, during and after the Upgrade to ensure successful deployment of the software.

5. Clause Download

Jan noted that the clause download took about 30 minutes. Also, noted that the BUMED site in Portsmouth had trouble downloading due to heavy lan/internet connection and recommended doing those heavy workloads during the weekend or other off peak times. The same thing applies to running updates.

6. Post Install Planning

Jan discussed how the SPAWAR Charleston site was organized to become operational with 4.1.

- They organized the site into 20 person teams with a "Super User" heading each team.
- They are bringing one group up a time.
- They have had to develop some significant workarounds but the other groups benefit from the efforts of the first group.
- One significant issue they are trying to resolve is that of Signatures.
- Charleston currently has two teams working toward total operational capability.

7. **The next meeting will focus on what a site must do to become fully operational. Discussion will include:**
   - Migration Plans: manual input of current legacy system contract actions into PD^2
   - Configuring migrated contracts to meet 4.1a functionality
   - Mapping business processes to PD^2
   - Operational Planning: how to phase in users
   - Reporting Capabilities

SOUTH CAROLINA USERS GROUP PERFORMANCE SUPPORT FORUM

ACTIVITY	NAME	PHONE	EMAIL	PD² FUNCTION
SUPSHIP Jax Det Chasn	Carol Bilbray	843-764-7500 x43	cbilbray@ja5.repair.navy.mil	Sys Admin
Naval Hospital Chasn	Troy Miller	843-743-7657	tmiller@charleston.med.navy.mil	IT
SPAWAR Chasn	Jackie Luna	843-974-5959	lunaj@spawar.navy.mil	Functional
SPAWAR Chasn	LaVerne Brown	843-974-5926	brownl@spawar.navy.mil	Functional
Naval Hospital Chasn	LTjg Brian Petry	843-743-7324	bpetry@charleston.med.navy.mil	Manager
Naval Hospital Chasn	Mary Dinkins	843-743-7271	mdinkins@charleston.med.navy.mil	Functional
SPAWAR Chasn	Jan Gosnell	843-974-5902	gosnellj@spawar.navy.mil	SPS Project Mgr, Technical Lead

Other Attendees:

Organization	NAME	PHONE	EMAIL	PD² FUNCTION
CMO (by conference call)	Mary Jo Johnson	703-601-0251	Maryjo.johnson@peoarbs.navy.mil	CMO/PMO
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